



APPLICATION FOR SPECIAL EVENT PERMIT

Please Return To

Parks and Recreation Department
50 Ida Lee Drive, N.W.
Leesburg, VA 20176

Please Type or Print Clearly

Activity _____ Date of Application _____

Sponsored By _____ Location of Event _____

For Profit _____ Non-Profit _____ Tax Exempt No. _____

Organizers/Contact:

Name _____ Home # _____ Work # _____

Address _____ City _____ State _____ Zip _____

Name _____ Home # _____ Work # _____

Address _____ City _____ State _____ Zip _____

Description of Event:

Date of Event _____ Rain Date _____

Event Hours _____

Set Up Time _____ Clean Up Time _____

- * Anticipated Attendance (Per Day): Participants _____ Spectators _____
- * Will You Need Electricity? Yes ☐ No ☐ (if Yes, Number of Outlets_____)
- * Will Food be Served? Yes ☐ No ☐
- * Will Fees for Food or Merchandise be Charged? Yes ☐ No ☐
- * Will Admission Fees, Entry Fees or Other Fees be Charged as Part, or in Association with the Activity? Yes ☐ No ☐
- * Will Portable Restrooms be Provided? Yes ☐ No ☐ (If Yes, How many_____)
- * Will There be Parking Control Staff? Yes ☐ No ☐ (If Yes, How many_____)
- * Will You Have Security on Site? Yes ☐ No ☐ (If Yes, Who_____)
- * Will Any Items be Left Overnight? Yes ☐ No ☐ (If Yes, What_____)
- * Will Signs or Banners be Displayed? Yes ☐ No ☐ (If Yes, Where_____)
- * Will Tents be Erected? Yes ☐ No ☐ (If Yes, What Size_____)
- * Will Water Hook-up be Needed? Yes ☐ No ☐ (If Yes, What For_____)
- * Will There be a Parade? Yes ☐ No ☐ (If Yes, Where_____)
- * Will any Town Streets Need to be Closed ? (If Yes, Identify_____)

Name of Insurance Company Providing Certificates of Insurance for the Event:

I agree to indemnify and hold harmless the Town of Leesburg, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this event. I also hold harmless the Town of Leesburg, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event

Signature

Date